



# Department of ADMINISTRATIVE SERVICES *Job Postings*



## DEPARTMENT OF CHILDREN AND FAMILIES JOB OPPORTUNITY CHILDREN AND FAMILIES PROGRAM MANAGER

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list or lateral transfer.

**Location:** New Britain Office – One Grove Street, New Britain, CT 06053

**Job Posting No:** TM462005NB

**Hours:** 40 hrs per week (Monday Thru Friday)

**Salary:** \$77,172.00 - \$105,224.00

**Closing Date:** November 7, 2016

**Eligibility Requirement:** Candidates must pass the Children and Families Program Manager exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** Considerable knowledge of relevant agency policies and procedures; considerable knowledge and understanding of case work principles, methods, and techniques; considerable knowledge of factors which influence attitudes and behavior of individuals and families; considerable knowledge of community resources and available services; knowledge of legal basis for departmental programs and requirements; knowledge of child development; knowledge of mental health and behavioral challenges facing children and youth; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

**General Experience:** Eight (8) years of professional experience in the field of child welfare, children's protective services, foster services, adoption or social and human services.

**Special Experience:** One (1) year of the General Experience must have been in a supervisory capacity over professional staff responsible for planning, developing or implementing administrative or program services in child welfare, children's protective services, children's mental health or juvenile justice.

For State Employees, this is interpreted at the level of Social Worker Supervisor.

**Substitution Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master's degree or other advanced degree in behavioral science, public administration, education, social work or a closely related field may be substituted for one (1) additional year of the General Experience.

**NOTE:** Closely related fields are: child welfare, applied sociology, social and/or human services, clinical psychology, child development, criminal justice, counseling, human development and family relations, human service, marriage and family therapy.

For State Employees, two (2) years as a Children Services Consultant may be substituted for the General and Special Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, last two performance appraisal and an Application for Employment (HR-12) to:

**DEPARTMENT CHILDREN AND FAMILIES  
TONY MARTELLY  
NEW BRITAIN - HUMAN RESOURCES – 4<sup>th</sup> Floor  
ONE GROVE STREET  
NEW BRITAIN, CT 06053  
Or FAX: (860) 707-1954**

### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.